

**Dorothy Hull Library
Windsor Charter Township**

COVID-19 Preparedness, Response and Re-Opening Plan

Administrative Controls

The Director is authorized by the Dorothy Hull Library Board to serve as the main contact for the media, local village and township officials and public health personnel. The Director is also authorized to make immediate decisions as situations change, and Board members will be promptly informed when such decisions are required. Examples include procedures to comply with state executive and emergency orders and public health guidance.

Access Controls

The library follows federal Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), Michigan Department of Health and Human Services (MDHHS), Michigan Occupational Health and Safety Administration (MIOSHA) and Barry-Eaton Health Department (BEHD) guidelines. When needed, the library employs the BEHD COVID-19 Workplace Screening Tool (latest edition) and/or state of Michigan COVID screening tools and apps for staff and volunteers. Staff and volunteers are required to maintain their personal logs with a screening tool and report any changes in their health to the director before entering the building.

Because of the library's limited square footage, social distancing should be maintained.

The library will not accept donated items nor maintain "free" carts of donated material until such a time that it is deemed safe by public health officials and staff workflow permits.

All chairs will be spaced at least six feet apart and when possible, only chairs that are easily cleaned will be used. Children's area toys and puzzles will be stored for the foreseeable future to prevent the spread of illness, as will chessboards and puzzles.

Reopening Phases

Phase 1: Staff working in the building under safety protocols stated in the library's Personnel Policy. Initial staff and volunteer reopening activities may include materials return, RIDES pickup and delivery, cataloging and processing of new materials, and shifting of programming events and activities to lower contact alternatives.

Phase 2: Phase 1 AND open limited hours by appointment for wireless printing, copy, fax, scan, and notary services. Hours are determined by the Board and Director. Patrons will not enter the building and will be served from the vestibule.

Phase 3: Phases 1 and 2 AND open for pickup of items in vestibule or curbside. Hours are to be determined by the Board and Director. Only one patron or two persons from the same household are permitted in the vestibule at a time. Appropriate social distancing is encouraged outside. Curbside service is limited to designated parking spaces on Jefferson Street. Patrons will not enter the building.

Patrons are required to call ahead to make their requests or use the library's automated catalog to place requests. Patrons will receive bagged library materials and required to place returning materials in the library's book return for quarantine.

Home delivery will resume when permitted by adult residential care facilities and volunteer drivers are available and trained in safety protocols. Home delivery volunteers will be masked, and following the same Barry-Eaton Health Department screening or State of Michigan COVID screening tools as staff and in-building volunteers. Face shields are not required but may be requested.

Phase 4: Open for in-person browsing; computer use and subject to occupancy limits as determined by the fire department Certificate of Occupancy and emergency orders in effect. Also open for wireless printing, copy, fax, scan, and notary services as well as no contact vestibule and curbside pickup as requested. Social distancing is required. Hours are determined by the Board and Director. Phase 4 will be available when quarantine of library materials is no longer required. The number of available computers may be restricted in order to enforce social distancing.

Phase 5: Open at full capacity determined by the fire department Certificate of Occupancy; return of in-person programming, as well as usual services. Phase 5 will be available when emergency orders have been lifted and social distancing is no longer a public health recommendation.

The Director will determine movement between phases in accordance with emergency and executive orders and public health officials. Movement between phases will be reported to the Board in advance if possible and will be communicated to the public, including signage and social media announcements.

Hygiene and Sanitation

Returned materials are quarantined according to Michigan eLibrary, Institute for Museum and Library Services (IMLS), and CDC standards in effect, up to 96 hours for all materials, including Mylar covered items and containers. When quarantine of MeL materials is in effect, MeL delivery totes will be quarantined for one week prior to re-use. Home delivery items are subject to the same quarantine restrictions as other library materials and Michigan eLibrary materials.

Staff personal protective equipment (PPE) requirements include at minimum a cloth or disposable face mask. All required PPE is to be provided by the Library and worn according to the Personnel Policy. Staff may opt to wear face coverings at their own discretion at any time.

Patrons entering the building are to wear face masks until no longer required by the state or public health officials, as outlined in the library's Acceptable Behavior While in the Library policy.

Bathroom and other common surfaces will be cleaned and sanitized by staff using a disinfectant cleaner daily.

Staff are responsible for laundering and sanitation of their own masks.

The communicating door between the Library and tenant Township staff will remain closed to the public to discourage public movement between the two spaces.

Positive Case Protocol and Facility Closure

The director has the authority to make decisions regarding an emergency closure based upon the library's Emergency Closure Policy, including procedures for Board and public notifications.

Library staff and volunteers are required to notify the director of positive symptoms and/or test results. Within HIPAA guidelines, the director will inform other staff and board members as well as tenant Township office staff. In the event of positive symptoms or test results for the director, the assistant director will assume responsibility for the library and its operation.

The following positive case protocols will be followed for all staff and volunteers:

Exposed but asymptomatic: Exposed individual will quarantine according to latest CDC, MDHHS and BEHD guidelines. Testing is optional.

Symptomatic, regardless of exposure: Individual will quarantine for ten days following the onset of symptoms and complete a professional health care visit.

Positive test results received: Individual will not return to the library until cleared by a health care professional. The Library may temporarily revert to an earlier phase of operations as necessary to perform cleaning or because of limited staffing.

Contact Tracing

Should it become known that a staff member has tested positive for COVID-19, the Director and staff will work cooperatively with public health authorities regarding contact tracing. The Director or Assistant Director, as appropriate, shall immediately inform the Board when it becomes known a positive test has been confirmed and that contact tracing may begin.

Board Meetings

Library Board meetings are governed by the Open Meetings Act (1976 PA 267, MCL 15.261 through 15.275). Remote participation for the duration of emergency and executive orders is permitted from March 18, 2020 through March 31, 2021, and the Library will comply with requirements for public notice, publication of agendas, and other requirements of 2020 PA 228 which modifies the Open Meetings Act. Library Board meetings will take place on the regular schedule and will use the Zoom virtual meeting platform.

Adopted June 11, 2020

Amended October 8, 2020

Amended November 12, 2020

Amended December 10, 2020

Amended January 28, 2021

Amended July 8, 2021